SECONDARY APPOINTMENT, RETENTION, TENURE, AND PROMOTION (ARTP) COMMITTEE

THE DIGITAL WORKING PERSONNEL ACTION FILE (WPAF) INSTRUCTION BOOKLET

FOR REVIEWERS

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Purpose of this Guide

This guide is intended to provide information regarding the College procedures and deadlines for members of the College Secondary RTP Committee (Committee) for tenure-track and tenured faculty who are taking part in the RTP process.

Policy

From the UARTP Policy:

- UARTP 9.1(L) All criteria, policies, and procedures shall be consistent with the CBA and University policy.
- UARTP 9.8(G) The secondary level ARTP committee shall ensure that each primary level evaluation is the result of the proper application of approved department, college, and university criteria, policies, and procedures.

Secondary RTP Committee Composition

The College of Arts and Letters ARTP Policy defines the composition of the committee.

- No sub-committee can have more than 2 members from the same department
- No member may evaluate a file from that same department
- Only full professors can serve on the tenure and promotion sub-committee(s)

Note: Each sub-committee should have disciplinary representation from both the Arts & Letters if possible.

Review Cycle

WPAFs include materials only for the current retention cycle. A review cycle depends on the faculty candidate's classification:

- Assistant Professors in Probationary Period: Probationary faculty are on tenure track for normally six (6) years. Each year of retention the faculty candidate includes samples of work and contributions made during the previous academic year. Each year during the probationary period, faculty will submit a Working Personnel Action File (WPAF) for review.
  o In the first probationary year, faculty will undergo an informal review with their Department Chair. In each subsequent year, faculty will submit their WPAF during the fall semester for retention review.
  o Assistant Professors up for Early Tenure and Promotion /Tenure and Promotion will include samples of work and contributions made since the date of initial probationary appointment.

- After receiving tenure and promotion to Associate Professor, faculty will be reviewed in five (5) year cycles (Post-Tenure Review (PTR)). The first of these cycles is the review for promotion to Full Professor. Associate Professors up for Promotion to Full will include samples of work and contributions made since the closing of the tenure WPAF.

Faculty Classification

There are two classifications of faculty that the Committee reviews:

- Probationary faculty are Assistant Professors with a probationary period that is normally six years.
  - P-1: This classification designates newly hired probationary faculty members without credit toward tenure in their first (1st) year at the University. These faculty members will receive an informal periodic evaluation by the Department in the spring semester.
  - P-2: This classification designates probationary faculty in their second (2nd) year. At this level, WPAFs are typically reviewed beginning in the fall.
    - This classification may also designate faculty members who were given one (1) year of credit toward tenure at the time of appointment. Faculty members with one (1) year of credit towards tenure will receive an informal periodic evaluation by the Department in the spring semester.
  - P-3: This classification designates probationary faculty in their third (3rd) year. At this level, WPAFs are typically reviewed beginning in the Fall semester.
    - This classification may also designate faculty members who were given two (2) years of credit toward tenure at the time of appointment.
    - Faculty members with two (2) years of credit towards tenure will receive an informal periodic evaluation by the Department in the spring semester.
  - P-4: This classification designates probationary faculty in their fourth (4th) year. At this level, WPAFs are typically reviewed beginning in the fall semester. Final decisions for retention at this level rest with the provost.
    - This classification may also designate faculty members who were given one (1) to two (2) years of credit toward tenure at the time of appointment.
  - P-5: This classification designates probationary faculty in their fifth (5th) year. At this level, WPAFs are typically reviewed beginning in the fall semester.
    - Faculty in this classification may request consideration for early tenure and promotion by providing written notice to the Department's primary committee and/or chair according to the RTP calendar of deadlines.
  - P-6: This classification designates probationary faculty in their sixth (6th) year. At this level, WPAFs are Typically reviewed beginning in the fall. Faculty in this classification must be reviewed for tenure and promotion. This marks the final pre-tenure review. Final decisions for tenure and promotion rest with the Provost.
- Associate Professor
  - Once an Assistant Professor is successfully promoted to a tenured position they are classified as an Associate Professor. An Associate Professor will normally be reviewed in the fifth (5th) year after tenure for promotion to Full Professor.
    - Promotion to full professor is not mandatory, the faculty candidate may choose not to be reviewed for Full Professor. Final decisions for full Professor rest with the Provost.
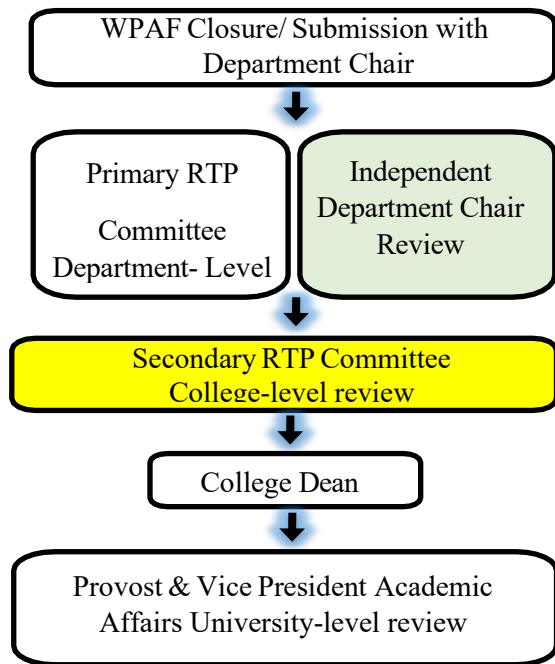
Who Evaluates the WPAF?

After the first year, the WPAF is evaluated by:

- The Department Primary ARTP Committee
- The Department Chair (if specified in the department's ARTP policy)
- The College of Arts and Letters Secondary ARTP Committee
- College Dean
- Additionally, the Provost conducts an independent review for faculty in their 4th and 6th probationary years and those up for promotion to full professor.

WPAF Compilation and Review Process Overview

- The Dean's Office sends a list to the Departments listing eligible faculty for review and the level of review. The Department Chair and primary committee review the list of faculty for accuracy. Probationary faculty requesting early tenure and promotion must inform the Department's Chair and primary committee in writing at this time.
- The Department announces to its faculty the department deadline for compiling the WPAF's content. It is the responsibility of the candidate, in coordination with their department chair, to compile their digital WPAF.
- Once closed, the WPAF cannot be modified. At this point, the faculty member will receive the "Working Personnel Action File Verification and Certification" form via Adobe Sign from either the primary or dept chair. The document certifies that the WPAF is complete and ready to close for the Primary Committee (and, if appropriate, the Department Chair) review. Should the need arise to re-open the WPAF, the candidate must refer to the UARTP document 4.03 (F) for guidelines.
- After the Primary Committee has conducted their evaluation of the content in the WPAF and completed their deliberation, they email evaluation letters as PDFs to Associate Dean for Student and Personnel Success (cc/ the College ARTP Coordinator), Note: the chair of the Primary Committee must sign and date this document certifying that the departmental ARTP procedures were followed.
- Where required, the Department Chair shall conduct an independent evaluation and produce a separate written document of their conclusions and recommendations. The chair shall sign and date this document certifying that the departmental ARTP procedures were followed and email evaluation letters as PDFs to the Associate Dean for Student and Personnel Success (cc/ the College ARTP Coordinator).
- Each faculty member will receive a copy of their primary level recommendation(s) via email with a notice that the faculty member has ten (10) calendar days to submit a response or rebuttal statement if they choose to from the dean's office. Committees do not send their evaluation to the faculty member; it must come through the Dean's Office. If faculty choose to submit a rebuttal, then that statement must be addressed to the Dean of the College of Arts & Letters and emailed to the Associate Dean for Student and Personnel Success (cc/ the College ARTP Coordinator).
- After the ten calendar (10) days have expired, all of these documents are uploaded to the "Current ARTP Evaluations" digital file by the Dean's Office.
1. The college will rescind the primary committee's access to the digital WPAF and grant access to the next level of review.

Workflow

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┌─────────────────────────────────┐
│  WPAF Closure/ Submission with  │
│        Department Chair         │
└─────────────────────────────────┘
              ↓
┌──────────────────┐  ┌──────────────────┐
│   Primary RTP    │  │   Independent    │
│                  │  │ Department Chair │
│    Committee     │  │      Review      │
│ Department- Level│  │                  │
└──────────────────┘  └──────────────────┘
              ↓
┌─────────────────────────────────┐
│    Secondary RTP Committee      │
│      College-level review       │
└─────────────────────────────────┘
              ↓
┌─────────────────────────────────┐
│          College Dean           │
└─────────────────────────────────┘
              ↓
┌─────────────────────────────────┐
│  Provost & Vice President Academic │
│   Affairs University-level review  │
└─────────────────────────────────┘
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1. Once the faculty completes the uploads, and the faculty and chair sign the verification, their access is removed and the committee members are granted access. At the point in the review process when the Primary Committee and Department Chair (if applicable) complete their review and submit their recommendation, access to digital WPAF is closed to the former level/committee.
2. The next level of review is then given access to digital WPAF with recommendation(s) and rebuttal statements, if any, from the previous level uploaded to the "Current RTP Evaluations" folder.
3. Process repeats as outlined above.
4. When completing the recommendation letters, the committee chairs should email the recommendation to Associate Dean for Student and Personnel Success (cc/ the College ARTP Coordinator).
5. The dean's office distributes recommendation letters to candidates via email at the conclusion of each review cycle.

Committee Access to Digital WPAFs

The day the review period opens, each member of the appropriate sub-committee will receive the following from the dean's office:

- The list of faculty WPAFs they are to review;
- Links to those digital WPAFs;
- The recommendation letter template for your respective committee. Every time a committee member accesses a WPAF, they **must sign** that file's Access Log.

The Review and Recommendation

The Committee shall review the Working Personnel Action File (WPAF) of each candidate for promotion and make an evaluation of each candidate which gives due weight to the contents of the WPAF, including the recommendation of the primary committee(s) and if appropriate, the department chair at the primary level.

- Note: Each Department Policy/Primary Committee provides the context and reviews the disciplinary merit of WPAF.
- Note: WPAF content are not identical across departments. Examples:
  - Some department's Faculty Development Plans may address certain specifics whereas others may not
  - Supporting Documents may fall into more than one category. Some departments may recognize a submission as an achievement or credit more than one category provided that the faculty member clearly states how the document/service/activity shows evidence of achievement in each respective category. For example, an item could fall under both scholarly and service:

- Publishing a book (Scholarly) and giving a book talk at the public library (Community Service).
- Directing a play (Creative Activity) at a community theatre (Community Service).

Each level of review results in a written evaluation, which becomes a permanent part of the WPAF. When the recommendation letter is complete, the committee chair must sign it and email it to the Associate Dean for Student and Personnel Success (cc/ the College ARTP Coordinator). The Dean's Office will distribute the letter according to the College ARTP Timeline, and add it to the WPAF upon the conclusion of the candidate's 10-day rebuttal period. . This rebuttal will also become a permanent part of the WPAF.

For each review cycle, the highest-level official makes the final decision regarding retention and/or promotion.

Digital WPAF Contents

01. Attestation

02. Curriculum Vitae

03. Current ARTP Evaluations

04. ARTP History

05. Faculty Development Plan

06. Index

- The Attestation form is the Candidate's and Chair's verification that at the time the WPAF is finalized, it is complete.
- The Curriculum Vitae is a current complete CV consistent with the discipline's professional standards.
- The Current ARTP Evaluations include the written evaluations generated during this review cycle (from the Primary Committee, Department Chair, Secondary Committee, and if applicable, College Dean, and Provost)
  - The ARTP History includes all preceding reviews from all levels, the faculty member's rebuttals, and appointment letter.
- The Faculty Development Plan is a brief reflective statement providing narrative context to the professional endeavors during the period of review, including a brief projection of professional commitments, projects, and plans.
- The Index is a listing/record of accomplishments in each area of evaluation for the current review cycles.
  - Note: The Index may identify/reference a supporting document where appropriate. Some supporting documents will be embedded into the index via hyperlink whereas others will be uploaded into respective folders.

📁 07.1. Teaching Effectiveness-Student Evaluations	*The below folders have limited specific purposes as titled for Teaching Effectiveness in the current review cycle:*
📁 07.2. Teaching Effectiveness-Peer Evaluations of Teaching	• The Teaching Effectiveness Student Evaluations.
📁 07.3. Teaching Effectiveness-Syllabi	• The Teaching Effectiveness-Peer Evaluations per Departmental ARTP policy if applicable.
📁 07.4. Teaching Effectiveness-Supporting Docs	• The Teaching Effectiveness-Syllabi.
📁 08. Scholarlship and Creative Activities Supporting Documents	• The Teaching Effectiveness folder is for other supporting documents that do not fall into a designated category.
📁 09. University Service Supporting Documents	*The below folders have limited specific purposes as titled for Supporting Documents in the current review cycle:*
📁 10. Community Service Supporting Documents	• Scholarly and Creative Activities.
📁 11. Other-Support Documents	• University Service.
📁 12. Access Log & Attestation History	• Community Service.
📄 PAF Access Log 2024-25.xlsx	• The Access Log & Attestation History is for Access Logs and Verification of WPAF Contents forms from previous cycles.

Note:
- If the committee needs to request/obtain materials listed in the Index that are not uploaded, the committee chair must send the Associate Dean for Student and Personnel Success an email (cc/ the College ARTP Coordinator) requesting the specific item as listed on the index. The Dean's Office will contact the faculty member, allow them 48 hours to provide the item electronically, and upload it once received to the digital WPAF.
- If conferences, etc. were canceled due to the pandemic, then acceptance/invitation letters are appropriate documentation of achievement.

Hyperlinks to ARTP Policies
- Collective Bargaining Agreement (CBA) for Unit 3 Faculty
- University Appointment, Retention, Tenure and Promotion (ARTP) Policy
- Faculty Affairs
- The College of Arts and Letters ARTP Policy
- The Department ARTP Policy

2024-2025 Committee Members

Dept	Full	Faculty Email
Department of Art	Andrew Connelly	███████████
Department of Art	Peter Williams	████████████████
Department of Communication Studies	Dan Janos	███████
Department of Communication Studies	Kikuko Omori	███████
Department of Communication Studies	Mark Williams	███████
Department of Communication Studies	David Zuckerman	█████████
Department of Design	Mario Estioko	█████████
Department of Design	Nigel Poor	█████████
Department of English	Angela Clark-Oates	██████████
Department of English	Jason Gieger	████████
Department of English	Jonas Cope	█████████
Department of History	Serpil Atamaz Topcu	███████████
Department of History	Chloe Burke	████████
Department of History	Aaron Cohen	████████
Department of History	Nikolaos Lazaridis	████████
Department of Humanities & Religious Studies	Joël Dubois	████████
Department of Philosophy	Saray Ayala-Lopez	██████
Department of Philosophy	Kyle Swan	█████████
Department of Theatre & Dance	Lorelei Bayne	████████
Department of World Languages & Literature	Miguel Bota	██████
Department of World Languages & Literature	Euisuk Kim	██████████
School of Music	Robin Fisher	███████
School of Music	Matthew Morse	█████████████
School of Music	Scott Perkins	██████████

2024-2025 Sub-Committees with assigned Candidates and Review Cycle Timeline

SUBCOMMITTEE A - Full or Assoc Professor P2, P3* (11)		
RANK	**NAME**	**DEPT**
Assoc.	Jonas Cope	ENGL
Assoc.	Serpil Atamaz Topcu	HIST
Assoc.	Matthew Morse	MUSC
Full	Kyle Swan	PHIL
Assoc.	Dan Janos	ComS
Full	Jason Gieger	Engl
Rank	**Candidate**	**Dept.**
P2	Jeong, Rey (Cho Rong)	Art
P2	Willard, Adero	Art
P2	Wacker, Marcy	Dsgn
P2	Mendoza,ruby (Ruben)	Engl
P2	Ibarra, Clarissa	Hist
P2	Johnson, Greg	Musc
P2	Zullinger, Chad	Musc
P2	Ardeni, Viola	Wll
P3*	Myslik, Barbara A	ComS
P3*	Ojeda-Beck, Rodrigo	ComS
P3*	Williams, Darius	Thea
File Access Granted		10/26/24-12/12/24
File Access Closed/Letter Due		12/13/2024

SUBCOMMITTEE C - Full or Assoc Professor P4 & P4* (4)		
RANK	**NAME**	**DEPT**
Full	David Zuckerman	ComS
Assoc.	Peter Williams	ART
Assoc.	Angela Clark-Oates	ENGL
Rank	**Candidate**	**Dept.**
P4	Carlino, Philip (PJ)	Dsgn
P4*	Qin, Ying "Amilia"	Hist/Hrs
P4*	Li, Shuying	Musc
P4*	Lam, Sheung-Tak	Phil
File Access Granted		10/26/24-11/15/24
File Access Closed/Letter Due		11/15/2024

SUBCOMMITTEE D - Full or Assoc Professor P5*, & P6 (9) - Prom to Assoc.		
RANK	NAME	DEPT
Full	Andrew Connelly	ART
Full	Mario Estioko	DSGN
Assoc.	Chloe Burke	HIST
Full	Joel DuBois	HRS
Full	Euisuk Kim	WLL
Rank	Candidate	Dept.
P5*	Hong, Cheng	ComS
P6	Garcia, Luis	Art
P6	Aguilar, Kimberly	ComS
P6	Terry, Andrea	ComS
P6	Kelly Sheridan, Lauren	Dsgn
P6	Potts, Emily	Dsgn
P6	Quintana, Maria	Hist
P6	Carey, Brandon	Phil
P6	Jones, Stephen	Thea
File Access Granted		12/17/24 - 2/7/24
File Access Closed/Letter Due		2/7/2025

SUBCOMMITTEE E - Full Professor PTR (8) - Full		
RANK	NAME	DEPT
Full	Nigel Poor	DSGN
Full	Mark Williams	ComS
Full	Nikolaos Lazaridis	HIST
FERP	Robin Fisher	MUSC
Full	Lorelei Bayne	THEA
Rank	Candidate	Dept.
PTF	Williams, Peter	Art
PTF	Malvini Redden, Shawna	ComS
PTF	Cope, Jonas	Engl
PTF	Hayes, Hogan	Engl
PTF	Lindsay, Brendan	Hist
PTF	Schneider, Khal	Hist
PTF	Doyno, Mary	HRS
PTF	Redfield, Clayborn	Musc
File Access Granted		12/17/24 - 2/7/24
File Access Closed/Letter Due		2/7/2025

SUBCOMMITTEE B - Full Professor P3 & P5 (8)		
RANK	NAME	DEPT
Assoc.	Kikuko Omori	ComS
Full	Aaron Cohen	HIST
Assoc.	Scott Perkins	MUSC
Assoc.	Saray Ayala-Lopez	PHIL
Assoc.	Miguel Bota	WLL
Rank	Candidate	Dept.
P3	April Morley, Morgan	ComS
P3	Woo, Nathan T	ComS
P3	Gregory, Eliza N	Dsgn
P3	Kochai, Jamil J	Engl
P3	Kaplan, Erin R	Thea
P5	Flores, Carlos	ComS
P5	Mulholland, Rebekkah	Hist
P5	Barrantes, Manuel	Phil
File Access Granted		1/13/25- 2/27/25
File Access Closed/Letter Due		2/28/2025